

Montana Department of Agriculture – Organic Certification Program

Organic Handler Application

APPLICANT(S)			
BUSINESS NAME (IF DIFFERENT)			
MAILING ADDRESS			
CITY		STATE	ZIP CODE
PRIMARY PHONE NUMBER	ALTERNATE PHONE NUMBER		FAX NUMBER
EMAIL ADDRESS		SOCIAL SECURITY OR TAX IDENTIFICATION NUMBER	
COUNTY (OR COUNTIES) WHERE FACILITY IS LOCATED		MANAGER (IF DIFFERENT FROM THE APPLICANT)	
ORGANIZATIONAL STRUCTURE <input type="checkbox"/> SOLE PROPRIETOR <input type="checkbox"/> S-CORPORATION <input type="checkbox"/> LIMITED LIABILITY CORPORATION <input type="checkbox"/> CORPORATION <input type="checkbox"/> NON-PROFIT ORGANIZATION <input type="checkbox"/> OTHER: _____			

APPLICATION FEES (see instructions on reverse side)

(1) Base fee _____

(2) Producer/Handler Allowance _____

(3) New applicant fee _____

(4) Late fee _____

If you purchased an application packet, subtract \$10 _____

Total Application Fee: _____
(Attach check payable to Montana Department of Agriculture)

Organic Handler Operator Agreement

I (we) _____ of _____
(print name(s)) (business name)

agree to comply with the following requirements for organic certification:

- (1) Complying with the requirements of the Organic Certification Program: Certified operators must comply with the requirements for certification and supply any information needed for evaluation of products to be certified. Certified operators must continuously manage their operations in compliance with Department standards and policies.
- (2) Informing the Department about changes to the operation: Operators are required to inform the Department of changes to the management practices documented on their most recent Organic System Plan that affect the conformity of the product with certification standards.

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- (3) Cooperating with certification processes: Certified Operations and applicants for certification must cooperate with the Department inspector to make arrangements for the inspection of their operation and must prepare their documentation and records to allow an efficient inspection process. Operators must allow the Department inspector access to all areas of the operation, personnel, documents, and records (including administrative records such as internal and external audit reports, financial records, tax returns, and personnel records) for the purposes of evaluation and resolution of complaints.
- (4) Making appropriate certification claims: Certified operations may make a certification claim only for only those products produced and/or handled, in compliance with Department standards and policies, by parties duly certified by Department.
- (5) Protecting the certifier from disrepute: A certified operation must use its product certification only in a manner that will not bring the Department into disrepute. A certified operation must not make any statement regarding its product certification that the Department may consider misleading or unauthorized.
- (6) Discontinuing use of certification claims: If an operation's certification is revoked, the operation must discontinue use of certification claims and return its certification documents, as required by the Department.
- (7) Limiting the certification claim: Parties using the Department's organic seal, and/or certification claims shall limit the claims made regarding their certification to statements related to their operation's compliance with Department standards.
- (8) Protecting the use of the certification claim: The Department's certification documents may only be utilized to substantiate the certified operation's claim that a product is indeed certified by Department. Certified operations must endeavor to ensure that no certificate, report, nor any part thereof, is used in a misleading manner.
- (9) Using the certification claim correctly in advertising and marketing: In making reference to its product certification in communication media such as documents, brochures, or advertising, certified operations must comply with the requirements of the Department's Administrative Rules, specifically section 4-17-104.

I (we) understand that the Montana Department of Agriculture may use subcontractors for work related to organic certification (e.g. inspection).

I (we) hereby do ☐ do not ☐ (check one) authorize the Montana Department of Agriculture to publish my name, business name, contact information and list of organic products and services on the Department's website. I understand that this is a continuing authorization until I (we) notify the Department, in writing, otherwise.

Signature of Applicant(s) _____ **Date** _____

This application must be accompanied by a completed Organic Handling System Plan form.

SEND APPLICATION AND FEES TO: Montana Department of Agriculture PO Box 200201 Helena, MT 59620-0201 406-444-7804 (phone) 406-444-7336 (fax)	Checks returned by the bank will be charged a handling fee of \$25.00 Note: All business related information submitted or collected is confidential and exempt from public inspection and copying.
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ASSESSMENT FEES

Assessment fees on sales of certified organic products help fund the certification program. You are required to report annually your gross sales and pay assessment fees to the department. A sales report is due with your annual application to continue certification. Handlers are assessed a flat fee based on their sales of organic products and/or handling charges during the previous calendar year. For planning purposes, please estimate your total gross sales of organic products or service charges planned for the current year:

Estimated sales/handling charges, January - December _____

INSPECTION FEES

All operations will be inspected annually to verify compliance with organic certification standards. Inspection fees are billed at cost (hourly charge plus expenses), plus a 10% administrative charge. Inspectors may be employees of the Department or private contractors. Inspection fees are due regardless of the certification determination.

MATERIALS FEES

The following materials are available to certified entities upon request. Use of these materials is voluntary. Sequentially numbered, producer-issued Transaction Documentation Forms are available in books of 10, once certification is granted. Sale-specific Transaction Documentation Forms may be issued by the Department only upon receipt of a completed Transaction Documentation Request Form.

Handler-Issued Transaction Documentation Forms	\$ 10 (book of 10)
MDA-Issued Transaction Documentation Forms (sale-specific)	\$ 10 each
Extra Organic Certificates	\$ 5 each

Application Fee Instructions:

- (1) Base fee
 - (a) The application fee is **\$215** for operations having less than \$20,000 in projected gross sales annually,
 - (b) The application fee is **\$250** for operations having \$20,000 - \$100,000 in projected gross sales annually,
 - (c) The application fee is **\$400** for operations having \$100,000 or more in projected gross sales annually.
- (2) Producer/Handler Allowance: If the operation is certified as a Producer, or is applying for Producer certification, **subtract \$115**.
- (3) New applicant fee: An additional fee of **\$150** for new applications for certification.
A conversion period full review including an inspection in the year prior to certification exempts the operation from payment of a new applicant fee in the first year of certification.
- (4) Late application fee: Late applications shall pay an additional late fee of **\$200**.
 - (a) Applications for initial certification of handlers are due at least 120 days prior to handling organic products.
 - (b) Applications to continue handler certification are due one year from the date of the previous application.